

S E C R E T

12 March 1964

OFFICE OF TRAINING REGULATION NO. 50-1

SUBJECT : WEEKEND AND HOLIDAY DUTY OFFICERS

REFERENCE : [] CIA Alert System for Critical Intelligence

REVISION: OTR Regulation No 50-1, dated 4 August 1958

1 GENERAL

This Regulation establishes a system of Weekend and Holiday Duty Officers to assist the Director of Training in carrying out his responsibilities under the referenced Headquarters Regulation

2 SELECTION OF DUTY OFFICERS

The Director of Training will establish a roster of Duty Officers on the basis of each individual's seniority of the Office of Training and familiarity with over-all OTR activities. This roster will be published periodically as an OTR Notice and a copy made available to the CIA Watch Officer

3 DUTIES AND RESPONSIBILITIES

a The designated Duty Officer will act for the Director of Training on all official matters that may arise during his tour of duty. If a matter arises regarding which he does not feel qualified to act, he should attempt to contact the Deputy Director of Training or, if the Deputy Director cannot be reached, another senior OTR official to obtain guidance

b The Duty Officer will be available for duty from the close of business (1700 hours) on the day preceding the weekend or holiday to 0830 hours on the day following the weekend or holiday. He will be available, by telephone, to the CIA Watch Officer at all times during his tour of duty and will inform the Watch Officer (extension []) where he may be reached if other than at his residence

c The Duty Officer can obtain the home telephone number of any Agency employee by calling extension []. Also, he should obtain from the Office of the Executive Officer, OTR, the procedure to be followed [] during his tour of duty

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GROUP I
Excluded from automatic
downgrading and
declassification

d. All officers scheduled for duty will be responsible for performing the duty on the assigned dates. In the event the designated officer cannot perform the duty, he will arrange for a substitution from among the officers on the duty roster. The Executive Officer, OTR, will be notified of all such substitutions.



MATTHEW BAIRD
Director of Training

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